

City of Hopewell
Bureau of Fire Division of Code Enforcement
200 S. Hopewell St., Hopewell, VA 23860 (804) 541-2226 Fax (804) 541-2309

APPLICATION FOR A SIGN PERMIT

Two sets of plans and/or specifications and a site plan must accompany this application. This office will retain one set of plans. This permit will be void if the work is not commenced within six (6) months from the date of issuance. A separate electrical permit may be required if it is an illuminated sign. This permit application will be processed through the Department of Development and the division of Code Enforcement.

Location of Work:

Owner:

Date of Application: _____

Name: _____

Address: _____

Address: _____

Class of Work: New Alt Add

City, State, Zip: _____

Phone: 804 - _____

Building Use: Res Comm Ind Other _____

Email: _____

Contact Person: _____

CONTRACTOR

Contractor: _____

State License: _____

Address: _____

City License: _____

City, State, Zip: _____

Business Phone: _____ Cell Phone: _____

Contact Person: _____

Sign Description

Estimated Cost (Labor and Materials): \$ _____

Sign Permit \$10.43 per sign / \$101.75 per billboard

Type of Sign (circle one): Mounted Projection Free Standing

Size: _____ Thickness: _____ Sign Material: _____

Circle One:

Provide the Following:

Replacing Sign: Yes No

Distance from Property line: _____

Single Sided: Yes No

Distance from curb: _____

Corner Lot: Yes No

Distance from sidewalk: _____

Illuminated: Yes No

Proposed Overall Height: _____

Business Lot: Yes No

Clearance Above Sidewalk: _____

Double Sided: Yes No

Clearance Above Ground: _____

Clearance Above Parking: _____

It is understood that this is an application for a Sign Permit and that work may not begin until the official permit has been issued.

Signature of Applicant: _____ Date: _____

Official Use Only

Permit # _____

Permit Fees \$ _____

Check Cash

Sub/Parcel # _____

Lot / Block _____

Zoning _____

Building Official Approval: _____

Date: _____

Zoning Official Approval: _____

Date: _____